GLOSSARY

1042 Reporting	Reporting is used when Foreign Person's U.S. Source/Income is subject to withholding.
1099 Reporting	Reporting is used for vendors who provide services over $600. In addition, the vendor is subject to backup withholding.
8(a) Set-Aside	An action that a contracting office determines to be set aside exclusively for small disadvantaged individuals/businesses enrolled in the 8(a) Set-Aside program.
ABA No (American Banking Association Number)	When a vendor receives payment via electronic funds transfer, a bank account number must be supplied along with the actual bank number. The ABA No. serves as a 9 digit routing/transit number of a particular bank.
ACCS (Account Classification Code Structure)	Must be for each transaction and allows the system to verify funds availability and post records to the appropriate G/L account. The ACCS consists of the bureau, project/task, fund code, program, organization, object class, and user defined field.
Administrator	Establishes personnel roles within the Procurement module on the PR601- Contracting Office Personnel Assignment Screen. These roles can be: contracting officers, buyers, expediters and other administrators. The administrator also establishes a one-to-one or one-to-many relationship between each contracting officer and his/her buyers.
All or None Flag	Indicates to a buyer that the vendor wants all line items listed on an RFQ to be awarded to him/her or they will not honor the quote.
Amendment	An administrative or non-administrative change to either a purchase request or a purchase order. In CSPS a modification of any type will always automatically increase the modification number.
Attributes	Characteristics of fields within the CSPS system. Common attributes include whether a field is derived (from elsewhere in the system), required (to be entered by the user), and optional. This allows the user to know whether a field needs to be entered or not.
Award Flag	Indicates with a check mark that a vendor response has been flagged for award and is ready for further processing via the Purchase Order Screen (FM041) via the Purchase Order Preview Screen (FMR041).

BPA Call **(Blanket Purchase Agreement Call)**	An individual order placed against a BPA Master which procures goods or services from a vendor on the BPA Master.
BPA Master **(Blanket Purchase Agreement Master)**	A master agreement establishes specific terms and conditions as well as a not to exceed amount. The system allows BPA Calls or orders to be created by authorized individuals based on the BPA Master.
Bureau	The principle organizational unit or sub-unit, such as a Line Office for NOAA, within a department or agency. A bureau also appears as part of the ACCS
Buyer	Contracting office personnel or other authorized assigned to process a purchase request. Their role includes the solicitation process as well as generating the purchase order. The buyer is the individual who enters the purchase order.
CFS **(Core Financial System)**	This financial system is comprised of core accounting modules such as Accounts Payable, Accounts Receivable, General Ledger, Cost, and Management Reports. This system, unlike CSPS, is based on a character system and does not allow the use of a mouse to navigate fields.
CLIN or PLIN **(Contract/Purchase Order Line Item Number)**	A line item on a purchase order which includes information pertinent for ordering such as the delivery date, the quantity, unit price, etc.
Closing Date	The last date an RFQ is open for vendor responses.
Combinations	Allows a line item or group of line items on an RFQ to be flagged for award to meet the needs of the Government. This includes such as items as "all or none" quotes.
Commitment	An administrative reservation of an allotment or other funds in anticipation of their obligation.
Contracting Officer	Personnel who have delegated procurement authority to enter into, administor, and/or terminate contracts.
	CSPS allows a contracting officer to be assigned to only one contracting office.
Contracting Office	Consists of a group of buyers, contracting officers and expediters that are generally co-located.

Control - discount	A set percentage or amount applied to the unit price of all or selected line items on a purchase order. This capability exists on the purchase order.
CSPS	Commerce Small Purchases System. This module interfaces with the Core Financial System (CFS).
Derivation Source	A heading used on the User Guide which identifies the location of a value coming from CSPS. When there is no set location of the value, the User Guide will state only: System generated.
Document Review Routing	This feature allows individuals other than the specified approver, who is listed on the WF001 routing screen, to review and change purchase requisitions or purchase order prior to completing the approval routing. This function is accessed via the "Forward" Button
Document Number	This number is system generated to represent a unique number by which to identify documents within the CSPS/CFS system for example, a purchase requisition or obligation documents (including a purchase order).
DUNS No	This is the Dun and Bradstreet number used to identify individual vendors. This is a standard identification number which facilitates the exchange of information between government agencies concerning specific vendor performance.
EDI (Electronic Data Interface)	The capability to submit request and/or receive quotations electronically.
Estimated Contract Life $	The Estimated total value of all line items on a purchase order including options. For a BPA agreement, the estimated contract life equals the not to exceed ceiling amount established on the BPA Master.
Expediter	Personnel within a contracting office who have authority to manage the workload of buyers. An expediter assigns the work to each buyer in his/her contracting office. Multiple expediters can manage the workload of one or more contracting offices.
"Forward" Button	Allows a user to electronically send a purchase requisition or purchase order to a reviewer. This reviewer does not have authority to fully approve the document. However, the changes which a review makes are incorporated onto the forwarded document.

Fund	A code that uniquely identifies a fund/appropriation within a bureau. This field is a sub-part of the ACCS.
Fund Certification Official	The individual that certifies that the funds are available. This person is usually the approver for a document and is established in the system as the fund certification official on the document routing screen (WF001)
FY (Fiscal Year)	This is the period beginning October 1 and ending September 30 of the following calendar year.
GL (General Ledger)	Documents all transactions made through the system. This screen (GL081) keeps track of all ACCS codes, debits, and credits for processes beginning with requisition and ending with final payment.
GUI (Graphical User Interface)	Functionality which allows a user to navigate through CSPS with both the mouse and the keyboard. GUI functionality also allows multiple windows to be displayed simultaneously.
HBCU/MI Vendors	Historically Black Colleges and Universities and Minority Institution vendors.
Individual - discount	A set percentage or amount taken off of the unit price of the selected line item on a purchase order. This capability exists on the purchase order.
LOV (List of values)	A list of choices a user has to select from. An LOV appears on fields such as "Vendor". This allows the user to view all available choices before selecting one vendor. The availability of an LOV in any specific field is indicated in the message box.
Look-Up Screen	A screen used to view and query specific information. Examples of look-up screens include the NOA003, a screen to view existing vendors and the PR615, a screen to view the purchase order number for specific requisitions.
Maintenance Screen	A screen used to record essential information needed for all transactions that enter the CSPS/CFS system. Examples of maintenance screens include screens to record receiving offices, enter standard clauses, and enter and update vendors.
Mapping	A heading used on the user templates which identifies the location of a report generated from the current screen. This also describes the process by which the system follows individual line items through the life cycle process.
MDL (Multiple Distribution Line)	One or more MDL's (lines of accounting code) comprise the total ACCS (Account Distribution) for a line item.

Not To Exceed (NTE)
The dollar amount listed on a BPA Master. This amount is the ceiling amount for all BPA calls which are created based upon the BPA Master. Once this ceiling amount has been awarded under various BPA Calls, a BPA Master is considered closed.

On Hold
The status of a particular document when funds are not available for processing and the document, or document line item is currently under review by the override official.

Organization
The structure consisting of level 1- level 7 codes that uniquely identify an organization within a bureau.

Original Unit Price
The initial dollar total of a line item on a purchase order prior to the application of line and volume discounts.

Originating Office
The office where a requisition or purchase order originates in the system. All buyers and requisitioners are established in a set originating office. This value may be modified in the system to reflect actual origination locations from an original that was written outside the CSPS system.

Override Official
The individual responsible for reviewing the ACCS codes on documents which have failed funds for such reasons as insufficient funds. The override official is required to assess whether more money will be entered into the ACCS before the end of the fiscal year. If more money is to be added, the override official will approve the document, and normal processing may continue. Otherwise the document will be denied and the status of the transaction will be set to "CANCEL".

Placed
Indicates on the FMR041 if the purchase order (FM041) has been approved by the buyer. This field does not indicate full approval (i.e., approval from the contracting officer).

Private Ship-to-Address
An address entered by either a requisitioner or a buyer to indicate the shipment location of the procured goods which was not available to be selected in the system. This address may only be found in the creator's receiving office list of values and is not found on the PR005. A private ship-to-address is differentiated from a public ship-to-address by using a system generated tilda (~) in the office code.

Procurement
The process of obtaining goods and services.

Project Code
A code within the ACCS structure that uniquely identifies a project task within a bureau. A project may only be associated with one program.

Prompt Pay Act	Government regulation that requires prompt pay on valid invoices submitted to a government agency by a commercial vendor.
PSC Code (Product and Services code)	This code lists the category of the purchase being made. A selection of PSC codes is available.
Public Ship-to-Address	An address selected by either a requisitioner or a buyer to indicate the shipment location of the procured goods/services. A public ship-to-address is generated from the maintenance screen PR005 and is available to use/view for all CSPS users.
Purchase Order (Obligation)	Government's official offer to a vendor, that if accepted, binds the vendor to perform in accordance with the terms and conditions of the order. Vendor acceptance of the purchase order is normally indicated by performance. An approved purchase order obligates funds to pay for the procured goods/services.
Purchase Request (Requisition)	A request for the procurement of needed goods or services that represents a commitment of funds. A requisition is the initial step in a procurement.
Pushbutton	A beveled button, such as an "Exit", "Prev", "Cancel". The writing on the pushbutton usually indicates the function that is served.
Query	A search of criteria. A query can be either specific or general.
Query Field	A field which will yield results of a query. In the User Guide, this field will display whether a field can be queried on, with a "Y" or if it can not, with an "N".
Quote ID	An identification number assigned to each request for quotation response from any and all vendors.
Radio Button	A button on the CSPS screen which allows a selection by using either the mouse or the spacebar.
Receiving Office	The office which receives the procured items. This is also commonly referred to as a Ship -To office.
Requisitioner	An individual who prepares the requisition to obtain goods/services. They may or may not be the individual requiring goods/services.
Responded to All Items Flag	A checkbox which is automatically marked with a check if a vendor responding to a request for quotation has provided a price for all associated line items

RFQ (Request for Quotation)	A non-binding request from a buyer to solicit vendor responses on availability and prices for needed goods or services.
RI ACT	The field on FM041 which will indicate with a "Y" if either electronic receipt or invoice of a line item has been approved.
RI MTH (Receipt/Invoice Method)	The field on FM041 which indicates whether the transaction is quantity based or dollar based. The field indicates a quantity based transaction with a "Q" and a dollar based transactions with a "D".
Routing Field	This field displays the system generated approvers. A drill down list will display all approvers and whether the document has been approved. The field itself will display a "Y" when the document is fully approved.
TIN (Tax Identification Number)	This number when referencing an individual is a social security number. This number holds key information when used for a company. TIN numbers are unique
Tolerances	When an estimated value is insufficient to meet the actual obligation. The tolerances set limits on what increases are allowable. After reaching that point, the system will prevent a user from approving a purchase order stating which is above the allowable tolerance levels.
Trade-In	A piece of equipment that is owned by the government and traded to a vendor for a credit. Within the system that amount can be put towards future purchases or paid in cash.
Transaction Screen	A screen that performs a specific function. FM030 (purchase request screen) and FM041 (purchase order screen) are the largest transaction screens within CSPS.
Unit Price	Displays the unit for each item being ordered.
Useful Life	Used to indicate how many years over which an asset is depreciated.
User Defined Field	The field which will identify the final approver for the document. The entries will be the actual employee ID number of the needed approver.
Vendor	A commercial establishment doing business with the federal government, a Federal Agency, or an Individual.
Vendor Response	A response that a vendor gives to procurement personnel based on an issued request for quote.
Volume Discount	A group discount applied to all line items on a purchase order.